

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Executive Officers
State Departments and Agencies

DATE: November 27, 2000

FROM: Lawrence C. Franklin, Jr., State Controller

SUBJECT: STARS ACCESS FORM

Please complete and submit one copy of the State Time and Attendance Reporting System (STARS) access form (attached) to my office for each employee in your agency that is to have access to the state payroll system. I have attached a copy of the STARS Access Form to this memorandum for your use.

Each employee for whom you submit a form will have access to the state payroll time and attendance reporting function. This access will allow those employees to enter exception hours in the payroll system in order to calculate and pay employees biweekly. The STARS system is able to track entries into the system by user

In order to improve control over this system, you will be allowed to grant this access to a maximum of two (2) employees only within your agency. If more than two employees within your agency need access to STARS, then you need to submit a written justification to me along with completed STARS access form for all employees for which you want access.

Please submit the completed forms directly to Roberta Marocco, Payroll Supervisor. We will update the STARS system with the user information on the completed access form.

/hh
CEO:01-02